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ABSTRACT

Recent Federal Court decisions have defined a prisoner's right to access to legal materials as an extension of his right of access to the courts. Correction administrators, recognizing the need for improvement of existing services, but unfamiliar with techniques and material requirements, have asked for help in meeting the new obligation. These guidelines are the results of a seminar (held in May 1972) of experts in the fields of law, corrections and library science. Important items to be considered when planning library services are where to locate, what are staff requirements, should there be photocopying equipment and how will the service be financed. Appended to the guidelines are checklists for minimum and expanded collections and a directory, by state, of libraries offering service to prisoners. (Author/DH)

RESOLUTION

WHEREAS, recent court decisions mandating that indigent prisoners have ready access to the courts have supplied no guidelines as to how access should be provided; and

WHEREAS, one method being tried to meet the mandate is the provision of legal reference materials for the use of inmates in preparing writs; and

WHEREAS, during discussions at a recent Seminar on Legal Research Materials for Offenders held May 22-23, 1972, under the auspices of the American Correctional Association, concern was expressed by the participants that the attempts to meet the courts directive by the purchase of an adequate legal research collection would be a financial burden that not even the largest institution could afford, and that such attempts could threaten the integrity of funds now available for general library services; and

WHEREAS, the American Correctional Association is aware of the value of strong institutional library programs that meet the needs of inmates and staff, and agrees with the concerns expressed by the seminar participants that the provisions of legal research materials to inmates should not weaken existing institutional library programs;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, TO WIT:

1. That local jurisdictions should be the primary source of funds to supply legal research materials to prisoners.

2. That in the event that local jurisdictions are unable to financially support programs to supply legal research materials to prisoners the first alternative source of funding should be the U.S. Department of Justice through LEAA or some other of its programs.

3. That Library Services and Construction Act funds be used to supply legal research materials only if additional funds are appropriated specifically for this purpose.

The above resolution was approved by the American Correctional Association at the Annual Business Meeting, 102nd Congress of Correction, Pittsburgh, Pennsylvania, August 24, 1972.

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Guidelines for Legal Reference Service in Correctional Institutions: A Tool for Correctional Administrators

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FOREWORD

On May 22 and 23, 1972, at College Park, Maryland, a seminar occurred which gave the impetus and guidelines for this publication. The seminar was sponsored by the American Correctional Association in cooperation with the Institute of Library Research at the University of California at Berkeley as a part of a research project funded by the United States Office of Education. Experts in the fields of law, corrections and librarianship discussed what were intended legal requirements for inmate access to courts and what are possible alternatives to meeting these requirements in the various institutions, so diverse in size, type and location.

The seminar was planned after a one day interdisciplinary meeting held in January, 1972, in Washington, D.C. and hosted by the U. S. Chamber of Commerce. The participants concluded that such a seminar would be helpful to correctional administrators in their efforts to comply with court mandates in the most reasonable and practical manner. Associations and agencies which have cooperated in this seminar and publication are: American Bar Association, American Association of Law Libraries, American Correctional Association, American Library Association, Federal Bureau of Prisons, U. S. Chamber of Commerce, Institute of Library Research, University of California at Berkeley and the United States Office of Education.

Special thanks should go to the hardworking co-chairmen of the seminar: Mrs. Andree F. Bailey, Chairman of the ACA Committee on Institution Libraries; Mrs. Marjorie Le Donne and Margaret C. Hannigan, co-chairmen of the ACA Library Committee, Subcommittee on Provision of Legal Materials for Prisoners; Mrs. Elizabeth H. Poe, Chairman of the Special Committee on Law Library Service to Prisoners, American Association of Law Libraries. Special recognition should be paid to Miss Marion H. Vedder, director of the Seminar and compiler of the guidelines. The staff of ACA have also played an important role in the preparation and publication of these materials.

Your attention is called to the Appendix materials which accompany this publication. These will be kept up-dated and flexible as new materials and needs occur.

A list of participants follows: Mrs. Andree F. Bailey, Institution Library Consultant, Florida State Library, Tallahassee; George M. Camp, Assistant Commissioner, New York City Department of Correction; Mrs. Phyllis Dalton, Assistant California State Librarian, Sacramento; Carol Dingeldein, Bureau of Libraries, U.S.O.E.; John Ford, Administrator, Montgomery County Jail, Rockville, Maryland; Margaret C. Hannigan, Bureau of Libraries, U.S.O.E.; Robert I. Heideman, West Publishing Company; William Hinchliff, Social Responsibilities Round Table, American Library Association; Dorothy Kittel, Bureau of Libraries, U.S.O.E.; S. Jennifer Johnson, Commission on Correctional Facilities and Services, American Bar Association; Ty Jordan, Librarian, Florida State Prison at Raiford; Charles N. B. Kitsen, West Publishing Company (Training program); Charles LaHood, Chief, Photoduplication Department, Library of Congress; Mrs. Marjorie LeDonne, Institute of Library Research, University of California at Berkeley; Stefan Moses, Executive Secretary, California Library Association, Sacramento; Robert G. Newcomb, Lawyer, Arkansas Department of Corrections; Ira Phillips, Executive Secretary, Association of Institution and Hospital Libraries, American Library Association; Mrs. Elizabeth H. Poe, Law Librarian, State Library of Pennsylvania, Harrisburg; Herman Schwartz, Professor, State University of New York at Buffalo, Law School; E. Preston Sharp, Executive Director, American Correctional Association; Harry Traurig, Superintendent Maryland Correctional Institution for Women, Jessup; Ray Trautman, Professor, Columbia University Library School, New York City; Marion H. Vedder, Seminar Director, retired New York State Library Consultant for Institution Libraries, Schenectady, N.Y.; Barratt Wilkins, Institution Libraries Consultant, Missouri State Library, Jefferson City, Missouri; Julia S. Willson, Attorney, Federal Bureau of Prisons.

The Board of Directors of the American Correctional Association has approved these GUIDELINES for publication.

PREFACE

The public at large, government officials, and elected representatives have become increasingly aware of the flaws and inadequacies of our criminal justice and correctional systems. There is today a growing number of professional and lay people desiring to join forces with correctional administrators and the prisoners themselves to find solutions to problems which touch upon the most fundamental values of our society and the basic principles upon which our government was founded. This growing concern is reflected in recent Federal Court decisions which have defined a prisoner's right to access to legal materials as an extension of his right of access to the courts. Correctional administrators, recognizing the need for improvement of existing services but being unfamiliar with the techniques and material requirements, have asked for help in meeting this new obligation.

It is in response to this need for a clearly articulated policy regarding the access to legal materials that the American Correctional Association in collaboration with other interested agencies and organizations has undertaken the development of this publication. The Association is most appreciative of the help of the many individuals and groups that participated and is proud to have played a key role in helping to promote the interest and establish the means to bring this cooperation about. We gratefully acknowledge the contribution of the United States Office of Education in financing this project and hope that these guidelines will be of interest and value to many.

Credit and appreciation is due Mr. Donald Pointer, Associate Executive Director, for his contribution in coordinating and supervising the publication of this document.

E. Preston Sharp, Ph.D
Executive Director
American Correctional Association

GUIDELINES FOR LEGAL REFERENCE SERVICE IN CORRECTIONAL INSTITUTIONS: A TOOL FOR CORRECTIONAL ADMINISTRATORS

WHY LEGAL REFERENCE SERVICE

Court decisions are making it obligatory for departments of corrections to provide indigent inmates with the same access to the courts that is available to more affluent inmates, namely through legal counsel and law books.[1] No one solution to meeting the requirements of the courts has been recommended. *Legal counsel* to be provided through public defender systems or correctional department employed attorneys or through para-professionals such as law school students and a *law library* staffed by librarians, civilian para-professionals, volunteers and trained inmates are essential in fulfilling court mandates.

The provision of legal reference service as a court requirement is new, important and highly visible to large segments of concerned citizens. It should rank in priority for administrative attention with such basic services as medical treatment.

Because of the many variables present in correctional institutions, it would be impossible to develop one set of standards applicable to all. By stating some guidelines for creating satisfactory legal reference service and suggesting principles to be followed, it is hoped that correctional administrators will make provision for the best possible legal assistance (counsel and books or other materials) from the viewpoint of indigent inmates and within the potential capacity of the institution.

WHERE APPLICABLE

The court decisions make no distinction between the size or character of institutions. This means that although an inmate finds himself in a small institution, whether awaiting trial or sentenced, he has the same right to access to the courts as an inmate in a major institution. It also extends this right to juveniles although it is logical to conclude that those under 16 may not have the same use of legal reference materials as adults.

LOCATING THE LAW LIBRARY

The legal reference collection should be placed in an area generally accessible to all inmates where movement to and from living quarters can be provided at all times with a minimum of custodial or security supervision. The space provided should be adequate to house the recommended collection of materials and allow for growth during a ten-year period (see Appendix A for space requirements). It should have good ventilation, good temperature control and good lighting. There should be at least one quiet area for confidential counseling, although this area does not necessarily have to be within or adjacent to the institution library.

It is recommended that all library functions within the institution, including legal reference materials and service, be coordinated under a professional librarian with special training in audio-visual and legal reference service. When the law library is not a special section of the institution library, it should be located in an adjacent area where supervision by one library director can effect economy of staff and provide for maximum use of para-professionals—civilians, correctional officers, volunteers and inmate aides.

PLANNING FOR SERVICE

Whether the legal reference material is supervised and serviced by a professional librarian or a para-professional, provision should be made for continuous training of the library staff so that there is built-in continuity. The training in legal reference work should be by law librarians, attorneys, or others qualified in this specialized subject.

It is imperative that the law library be open and available for use by all inmates a maximum number of hours per week. The cost benefit of providing the legal materials and service will accrue in proportion to the use of the library by the inmates.

The correctional administrator must determine what is essential in his institution to provide for maximum use of his library facilities. For a new institution the library can be so located that it is readily accessible with the least security staff required from all parts of the institution during daytime and evening hours as well as weekends. For older institutions where such services were not planned, the administrator must consider alternatives available to provide adequate legal reference services. He may find there is no space for it in the institution library or even near it. Some considerations he must be making are the following: Where to locate or relocate the law library? What increases of staff are necessary? Will a nearby law library staff take responsibility for supervising the law library? In smaller institutions will this law library staff select and train volunteers to work in the institution law library? Would a contract with a law library for legal reference service be feasible if telephone or computer terminal access were available in all separate areas of the institution? If a basic law collection is provided, should there be photo duplicating equipment to relieve congestion in the library and provide better service? Are there special grants to initiate such a law library service and if so how is continuance assured once the service is started? These are all essential factors in providing adequate legal reference service. Administrators must seek means to implement them or

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[1] *Younger* v. *Gilmore*, ____U.S.____, 30 L. Ed. 2d 142, 92S. ct. 250 (November 8, 1971)

Johnson v. *Avery*, 393 U.S. 483 (1969)

Novak v. *Beto; Cruz* v. *Beto* et. al., 320 F. Supp. 1206 (1970); U.S. District Court, S.D. Texas, Houston Div., October 15, 1970

provide alternatives which meet the needs of the inmates.

There are at present no known absolute standards for prison law library space requirements and hours the library should be open. These should be empirically tested to arrive at workable formulas for seats in proportion to the total population and hours the library is open. If one can determine the average length of time needed for an inmate to prepare a writ, what proportion of the population will be "preparing" at the same time and how many inmates the library can accommodate comfortably at one time, then one could arrive at a reasonable plan for service. As a theoretical example, note the following assumptions:

The total population is 1,000

10% (or 100) are wanting to prepare writs at the same period

Each inmate has no more than 2 weeks to prepare the writ

25 persons working in the library is maximum at a time

3-hour working periods are better than shorter ones

Given this particular set of data, one can conclude that 100 inmates could use the library for 3 hours each day for the 2 week period if necessary by opening the library at 6:00 A.M. and closing at 8:00 P.M. This would be 4 three-hour daily periods plus 2 hours for those needing additional time or those wishing to begin their legal search.

Another aspect to consider is how many inmates will be doing their own research, how many will rely on writ-writers or other legal para-professionals to prepare writs for them, and how many have a court date set. Those inmates with a court date set deserve all possible consideration such as release from work assignments, access to law library beyond normal working day, funds to purchase photocopy needed, etc. Correctional administrators have found that the opportunity to do research in a library is therapeutic and contributes toward rehabilitation and a para-professional job related to law.

WHAT MATERIALS

The court decisions that every correctional facility which retains people either on a pre-sentence or sentenced basis must provide access to the courts for all inmates have been interpreted to mean that both basic legal reference materials as well as legal counsel are required. To assist administrators to "make their libraries realistic research centers for prisoner self-help" a Special Committee on Law Library Service to Prisoners, American Association of Law Libraries, has prepared two recommended collections of law books: *Minimum Collection for Prison Law Libraries* and *Expanded Collection for Prison Law Libraries*. The minimum collection has been carefully selected to provide the most basic legal research needs. Anything less will be inadequate. It consists of basic United States and general titles. To this list, however, each state must add its own materials and each administrator will need to consider whether one set of the collection will be sufficient for the inmate needs in his institution or whether more copies of titles are essential. He must also consider purchasing other titles from the "Expanded" list, which is not an extravagant list. As many titles should be purchased from this list as can be funded.

Those with only very limited funds initially should purchase first the respective state reports and statutes, followed by the U. S. statutes and U. S. Supreme Court reports. These will form the core of the collection.

Each list prepared by the AALL Special Committee on Law Library Service to Prisoners gives approximate current cost and annual upkeep cost (see Appendix A). They also indicate the shelf space needed now and for subsequent growth. It is stressed that the material must be kept up-to-date annually. It is poor policy to accept gifts unless they are selected by someone who knows law books and the needs of the inmates.

WHAT SERVICES

In addition to the institution law library, inmates must have access to a large law library able to provide photocopy, interlibrary loan of materials and reference service. To assist administrators and inmates, the Special Committee of AALL has also prepared a list by states of the law libraries which will give service to inmates—what types of service and on what basis (see Appendix B). Since most libraries require that the cost of photocopy be borne by the requester (the usual charge is 10¢ per page) it could be argued that this service be provided free to the indigent inmate. A fund for such needs could be set up by a group of interested citizens if the administrator is unable or wishes not to allow for this fund in his budget.

Although it is anticipated that AALL will continue to maintain and keep current its "Minimum" and "Expanded" lists as well as the list of law libraries which will serve inmates, correctional administrators should be alert to any cessation of service. Involving community legal resources and personnel in the institution law library program is a good way to keep communication channels open in the legal and law library field.

The potential use of microform for legal reference materials should be carefully considered. Although much of the law material presently available in microform consists of rare or esoteric items, there is reason to hope and believe that current basic materials could be available if publishers were aware of the potential market. With the proper equipment for both reading microfiche and making printouts, there is the possibility of considerable economy and flexibility of the program.

The future development of communications and information networks in the area of legal bibliographic control is under discussion and when implemented will have great implications for correctional institutions. Although not mentioned specifically, the inmate clientele could benefit enormously. To quote from a paper prepared for the Conference on Interlibrary Communications and Information Network held in September, 1970, Borgeson and Freeman stated:

> "The layman should not be neglected in any discussion of access to legal materials; his right and need to become acquainted with the law which governs him cannot be ignored . . ."

This paper by Borgeson and Freeman[2] provides an excellent platform for a lift-off toward the actuality of an information and research network for the legal profession similar to or even excelling the medical library network (MEDLARS).

In the meantime, however, administrators cannot delay in initiating legal reference service. Mrs. Elizabeth H. Poe, Law Librarian, State Library of Pennsylvania, Law Library Bureau, Box 1601, Harrisburg, Pennsylvania, 17126, is the Chairman of the Standing[3] Committee on Law Library Services to Prisoners, American Association of Law Libraries. Write to her to get additional copies of the lists of minimum and expanded legal materials or advice on whom to refer to in each state regarding the specific law library requirements.

PUBLICATION RESULT OF WORKSHOP

This brief publication is the result of concern by the Library Committee of the American Correctional Association and the American Association of Law Libraries, Standing Committee on Law Library Service to Prisoners. In May of 1972 the American Correctional Association in cooperation with the Institute of Library Research at the University of California in Berkeley, as a part of a research project funded by the U.S. Office of Education, held a two-day seminar in College Park, Maryland, on the provision of legal reference materials for offenders. Participants were attorneys, correctional administrators and librarians representing such groups as the American Bar Association; American Association of Law Libraries; Association of Hospital and Institution Libraries, American Library Association; Federal Bureau of Prisons; U.S. Department of Health, Education and Welfare; American Civil Liberties Union; Social Responsibilities Round Table of American Library Association; School of Library Service, Columbia University; Library Committee of the American Correctional Association and the Institute of Library Research at the University of California at Berkeley. Guest inmate writ-writers disappointingly did not attend.

ADDITIONAL CONCLUSIONS

There were other discussions and recommendations dealing solely with writ-writers. The seminar group judged writ-writers to be para-legal aides rather than law library aides and felt they had no authority to make recommendations on this subject. The group agreed, however, that writ-writers have an important role in legal service, that they should be recognized as para-legal aides and maintain certain standards and have corresponding prestige. They recognized that the legal reference libraries in correctional institutions will be of great value to writ-writers and that they will be of great assistance to the inmate population unable to prepare their own writs.

Training for a continuous and ample supply of writ-writers–inmates literate and knowledgeable in the use of legal reference materials–was stressed at the seminar. Training also for both the professional and supporting library staff should be provided as needed for adequate background for job performance.

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[2] From *Proceedings on the Conference on Interlibrary Communications and Information Networks*. Edited by Joseph Becker. American Library Association, Chicago, Illinois. 1971.

[3] A.A.L.L. Board changed Committee from Special to Standing at its annual convention July 2-5, 1972.

Appendix A

RECOMMENDED COLLECTIONS FOR PRISON LAW LIBRARIES

June 1972
American Association of Law Libraries
Committee on Law Library Service to Prisoners

Introduction

This booklet contains two lists of books recommended for prison law libraries. List One, a list of law books for a minimum collection in a prison library is just that: a *minimum* collection. In the opinion of this sub-committee, anything less than the collection in List One will be inadequate for the most basic legal research that might be done by a prisoner or the type of "jail-house lawyer" contemplated by the Supreme Court in *Avery* v. *Johnson* (393 U.S. 483, 89 Sup. Ct. 747).

List Two is an expanded list for a truly *adequate* prisoner law library and should suffice for most legal research by prisoners. List Two contains only court decisions starting in 1950. It is strongly recommended that those institutions that can afford it purchase court decisions starting with volume one of each set.

It may sometimes be necessary for prisoner researchers to request books or photocopies of materials not included in their own libraries. In such cases they can find out which law libraries will assist them by consulting the directory, *Law Libraries Which Offer Service To Prisoners*, referred to below.

We sincerely hope that prison administrators and others responsible for law libraries in prisons will find these lists helpful in selecting materials that will make their libraries realistic research centers for prisoner self-help. We recognize that self-help is merely an expedient substitute for the advice and assistance of legal counsel, but it seems to be a more attainable goal for the present.

Assistance in obtaining materials listed herein, or legal publications generally, may be had by calling upon the law librarians in each state, especially those at the libraries listed in *Law Libraries Which Offer Service To Prisoners*. That directory can be obtained from the chairman of the Special Committee on Law Library Services to Prisoners, Mrs. Elizabeth H. Poe, Law Librarian, State Library of Pennsylvania, Law Library Bureau, Box 1601, Harrisburg, Pennsylvania 17126.

Sub-Committee on Recommended Collections for
Prison Law Libraries

O. James Werner, Chairman
Ruth H. Brunson
Forrest S. Drummond

June 1972

American Association of Law Libraries
Special Committee on
Law Library Services to Prisoners

CHECKLIST ONE:
MINIMUM COLLECTION FOR PRISON LAW LIBRARIES

I. Federal and State Prisons

A. Federal Materials

1. *United States Code Annotated.* Constitution; Titles 18; 28 (Sec. 2241-2255, Federal Rules of Appellate Procedure, Rules of Supreme Court); 42 (Sec. 1981-1985). St. Paul: West. 26 vols. and two pamphlets. $195.00 ($58.50) annual upkeep)

   or

   **Federal Code Annotated.* Constitution; Court Rules-Criminal Proceedings; Titles 18; 28 (Sec. 2241-2255); 42 (Sec. 1981-1985). Rochester: Lawyers Cooperative. 7 vols. and pamphlet. $129.00 ($31? annual upkeep)

2. *United States Reports.* Washington, D.C.: U.S. Government Printing Office. Vol. 361-, 1960-. 36 vols. $204.00? ($35 annual upkeep)

   or

   Supreme Court Reporter. St. Paul: West. Vol. 80-, 1960-. 12 vols. $255.00 ($42.50 annual upkeep)

   or

   United States Supreme Court Reports. (Lawyers Edition 2d Series). Rochester: Lawyers Cooperative. Vol. 4-, 1960- 23 vols. $402.50 (82.50 annual upkeep)

3. *Federal Reporter.* (2d Series). St. Paul: West. Vol. 273-, 1960-. 177 vols. $1,564.00 ($180 annual upkeep)

4. *Federal Supplement.* St. Paul: West. Vol. 180-, 1960-. 155 vols. $1,114.00 ($180 annual upkeep)

5. *Shepard's United States Citations.* Colorado Springs: Shepard, 1968. 5 vols. $145.00 ($48 annual upkeep)

6. *Shepard's Federal Citations.* Colorado Springs: Shepard. Federal Supplement; Federal Reporter, 2d Series. 201-390 vol. (6th ed.). 1969 Series. $90.00 ($48 annual upkeep)

7. Rules of local federal district courts. Free from court clerks.

* Title changed, see Expanded Collection I.A.I.

B. General Materials

1. Bailey, F. Lee and Henry B. Rothblatt. *Complete Manual of Criminal Forms.* Federal and State. Rochester: Lawyers Cooperative, 1968. $35.00 ($7 annual upkeep)

2. Ballentine, James A. *Ballentine's Law Dictionary* (3d ed. by James A. Anderson). Rochester: Lawyers Cooperative, 1969. $20.00

   or

   Black, Henry C. *Black's Law Dictionary* (Rev. 4th ed.) St. Paul: West, 1968. $14.50

3. Cohen, Morris L. *Legal Research in a Nutshell* (2d ed.) St. Paul: West, 1971. $4.50

4. *Criminal Law Reporter.* Washington, D.C.: Bureau of National Affairs. Weekly. 2 vols. (looseleaf) $148.00 first year ($138 annually thereafter)

5. Fox, Sanford J. *Juvenile Courts in a Nutshell.* St. Paul: West, 1971. $4.50

6. Israel, Jerold H. and Wayne R. LaFave. *Criminal Procedure in a Nutshell.* St. Paul: West, 1971. $5.00

7. *Prison Law Reporter.* Seattle: Administration of Criminal Justice and Prison Reform Committee, Young Lawyers Section, American Bar Association, 1971-. Subscription: $14.00 a year. ($1 a year for prisoners.)

8. Sokol, Ronald P. *Federal Habeas Corpus* (2d ed.). Charlottesville, Va.: Michie, 1969. $25.00

II. Additional Materials for State Prisons

1. Reports of highest and intermediate appellate courts of state. 1960-.
2. State statutes compilation.
3. State digest of court decisions.
4. Shepard's Citations for state.
5. Treatise covering state criminal practice and procedure.
6. Volume containing rules of state courts, if available, otherwise, rules obtainable free from clerks of some state courts.

Note: All materials should be kept up to date by supplementation.

All prices are subject to change and do change from time to time.

Checklists of materials for each state are available on request from A.A.L.L. Special Committee on Law Library Services to Prisoners.

Shelf Space Needed For Legal Materials

		Initial Growth	*Yearly Growth*
FEDERAL			
	U.S. Code Annotated	20"	4"
	Federal Code Annotated	12"	2"
	U.S. Reports	9'	10"
	Supreme Court Reporter	5'	9"
	U.S. Supreme Court Reports (L. Ed.)	4'	4"
	Federal Reporter 2d	23'	5'
	Federal Supplement	20'	3¼'
	Shepard's U.S. Citations	18"	1"
	Shepard's Federal Citations	5"	1"
	Rules of Local Federal District Courts	1"	
GENERAL			
	Treatises and Dictionary	15"	2"

American Association of Law Libraries
Special Committee on
Law Library Services to Prisoners

CHECKLIST TWO:
EXPANDED COLLECTION FOR PRISON LAW LIBRARIES

I. Materials for both Federal and State Prisons

A. Federal Materials

1. *United States Code Annotated.* St. Paul: West. 164 vols. $902.00*

   or

   United States Code Service (Lawyer's Edition). Rochester: Lawyers Cooperative. 53 vols. $20.00 per month (until 6/30/75)

2. *United States Reports.* Washington, D.C.: U.S. Government Printing Office. Vol. 340-, 1950-. 61 vols. $350.00 ($36.50 annual upkeep)

   or

   Supreme Court Reporter. St. Paul: West. Vol. 71-, 1950-. 31 vols. $354.00 ($45 annual upkeep)

   or

   United States Supreme Court Reports (Lawyers' Edition). Rochester: Lawyers Cooperative. Vol. 95-, 1950-. 34 vols. $564.50** ($70 annual upkeep)

3. *Federal Reporter.* (2d Series). St. Paul: West. Vol. 179-, 1950-. 261 vols. $2,021.00 ($180 annual upkeep)

4. *Federal Supplement.* St. Paul: West. Vol. 88-, 1950-. 237 vols. $1,857.00 ($180 annual upkeep)

5. *Modern Federal Practice Digest.* St. Paul: West, 1960-61. 83 vols. $1,182.25 ($250 annual upkeep)

6. *Shepard's United States Citations.* Colorado Springs: Shepard, 1968. 5 vols. $145.00 ($48 annual upkeep)

7. *Shepard's Federal Citations.* Colorado Springs: Shepard, 1969. 4 vols. $145.00 ($48 annual upkeep)

8. Wright, Charles A. *Federal Practice and Procedure.* St. Paul: West, 1969. Vols. 1-3 (Criminal). $85.50 ($15 annual upkeep)

   or

   Orfield, Lester B. *Criminal Procedure Under The Federal Rules.* Rochester, N.Y.: Lawyers Cooperative, 1966-68. 7 vols. $192.50 ($17.50 annual upkeep)

9. Sokol, Ronald P. *Federal Habeas Corpus.* (2d ed.) Charlottesville, Va.: Michie, 1969. $25.00

* Includes 3 years pocket parts; 2 years of recompiled volumes; 2 years of *U.S. Code Congressional and Administrative News*; 2 years *Federal Tax Regulations*.

** Includes *United States Supreme Court Reports Digest.*

B. General Materials

1. Black, Henry C. *Black's Law Dictionary.* (Rev. 4th ed.) St. Paul: West, 1968. $14.50

   or

   Ballentine, James A. *Ballentine's Law Dictionary.* Rochester, N.Y.: Lawyers Cooperative, 1969. $20.00

2. *Criminal Law Reporter.* Washington, D.C.: Bureau of National Affairs. Weekly. 2 vols. (looseleaf) $148.00 first year ($138 annually thereafter)

3. One or more of the following:

   a. Anderson Ronald A. *Wharton's Criminal Law and Procedure.* Rochester, N.Y.: Lawyers Cooperative, 1957. (13th ed.) 5 vols. (supplements) $115.00 ($18.50 annual upkeep)

   b. Israel, Jerold H. and Wayne R. LaFave. *Criminal Procedure in a Nutshell.* St. Paul: West, 1971. $5.00

   c. Perkins, Rollin M. *Criminal Law.* (3d ed.) Mineola, N.Y.: Foundation Press, 1966. $12.50

   d. LaFave, Wayne R. and Austin Scott, Jr. *Hornbook on Criminal Law.* St. Paul: West, 1972. $13.50

   e. Hall, Livingston, Yale Kamisar, Wayne LaFave and Jerold Israel. *Cases on Modern Criminal Procedure,* (3rd ed.) St. Paul: West, 1969. $17.50 Supplement, 1972. $3.50

4. Bailey, F. Lee and Henry Rothblatt. *Complete Manual of Criminal Forms, Federal and State.* Rochester, N.Y.: Lawyers Cooperative, 1968. $35.00 ($7 annual upkeep)

5. Cohen, Morris L. *Legal Research in a Nutshell.* (2nd ed.) St. Paul: West, 1971. $4.50

6. Fox, Sanford J. *Juvenile Courts in a Nutshell.* St. Paul: West, 1971. $4.50

7. One or more of the following:

   a. *Prison Law Reporter.* Seattle: Administration of Criminal Justice and Prison Reform Committee, Young Lawyers Section, American Bar Association, 1971-. Monthly. $14.00 a year. ($1 a year for prisoners)

   b. *Prisoners Rights Newsletter.* State University of New York, 1971-. Free?

   c. *Penal Digest International.* Iowa City, Iowa: Penal Digest International, 1971-. Monthly. $9.00 a year.

8. *Martindale-Hubbell Legal Directory.* Summit, N.J.: Martindale-Hubbell. Annual. 5 vols. $85.00 a year.

9. *Criminal Law Bulletin.* Boston: Warren, Gorham & Lamont. Monthly. $28.00 a year.

II. Additional Materials for State Prisons

1. Set of annotated statutes of state.
2. State session laws subsequent to coverage in annotated statutes and supplements, if not covered by legislative service of annotated statutes publisher.
3. Court reports of appellate courts of state, 1950-.
4. Digest of court decisions of state.
5. Shepard's citations for state.
6. Rules of state courts not covered in annotated statutes. Single volume edition preferred, if available; otherwise, free copies may be obtained from clerks of some courts.
7. State legal encyclopedia, if any.
8. One or more state practice books (with forms) on evidence, criminal law and procedure.

Note: It is recommended that complete sets of the court reports listed be purchased, if funds are available, beginning with volume one of each set.

All materials should be kept up to date by subscriptions or supplementation.

All prices are subject to change and do change from time to time.

Checklists of materials for each State are available upon request from A.A.L.L. Special Committee on Law Library Services to Prisoners.

Shelf Space Needed For Legal Materials

		Initial Space	*Yearly Growth*
FEDERAL			
	U.S. Code Annotated	19′	1″
	Federal Code Annotated	7′6″	8″
	U.S. Reports	12′10″	10″
	Supreme Court Reporter	7′	9″
	U.S. Supreme Court Reports (L. Ed.)	7′8″	4″
	Federal Reporter 2d	50′	5′
	Federal Supplement	34′8″	3½′
	Modern Federal Practice Digest	15′	9″
	Shepard's U.S. Citations	15″	1″
	Shepard's Federal Citations	12″	1″
	Wright, Charles A., *Federal Practice and Procedure*	6¼″	1″
	Orfield, Lester B., *Criminal Procedure Under the Fed. Rules*	14″	1″
	Sokol, Ronald P., *Federal Habeas Corpus*	2″	-
GENERAL			
	Black, Henry C., *Black's Law Dictionary*	3¼″	-
	Ballentine, James A., *Ballentine's Law Dictionary*	3″	-
	Criminal Law Reporter	6½″	-
	Anderson, Ronald A., *Wharton's Criminal Law and Procedure*	9½″	-
	Israel, Jerold H. & Wayne R. LaFave, *Criminal Procedure in a Nutshell*	1″	-
	Perkins, Rollin M., *Criminal Law*	2″	-
	LaFave, Wayne R. & Austin Scott, Jr., *Hornbook on Criminal Law*	2½″	-
	Hall, Livingston, Yale Kamisar, Wayne LaFave & Jerold Israel, *Cases on Modern Criminal Procedure*	2½″	½″
	Bailey, F. Lee & Henry Rothblatt, *Complete Manual of Criminal Forms, Federal and State*	2½″	½″
	Cohen, Morris L., *Legal Research in a Nutshell*	½″	-
	Fox, Sanford J., *Juvenile Courts in a Nutshell*	1″	-
	Prison Law Reporter	2″	-
	Prisoners Rights Newsletter	2″	-
	Penal Digest International	2″	-
	Martindale-Hubbell Legal Directory	21″	-
	Criminal Law Bulletin	6½″	2½″

Sample Checklist of Materials for One State

WISCONSIN

American Association of Law Libraries
Special Committee on Law Library Services to Prisoners

RECOMMENDED MINIMUM COLLECTION FOR PRISON LAW LIBRARIES

II. Additional Materials for Wisconsin Prisons

1. *Wisconsin Statutes (1969).* Madison: Wisconsin Dept. of Administration, Document Sales Office. 2 vols. $35.00 (Reprinted, with cumulations, biennially.)

   Wisconsin Annotations (1970). Madison: Wisconsin Dept. of Administration, Document Sales Office. 1 vol. $33.00 (Cumulative annotations will be printed in each biennial addition of the *Wisconsin Statutes* after 1970.)

2. *Wisconsin Reports*, 2d series. Chicago: Callaghan & Company, 1960-. vol. 8-. 47 vols. $305.00 ($76.50 annual upkeep)

3. *Callaghan's Wisconsin Digest*, 2d edition. Chicago: Callaghan & Company, 1950. 20 vols. $400.00 (Price includes pocket parts and service through December 1973.)

4. *Shepard's Wisconsin Citations.* Colorado Springs: Shepard. 1959-. 2 vols. $95.00 ($48 annual upkeep)

5. *Callaghan's Wisconsin Pleading and Practice*, 3d edition. Chicago: Callaghan & Company, 1954-1955. 9 vols. $200.00 (Price includes latest cumulative pocket parts and next cumulative pocket parts when published.)

6. Court rules appear in vols. 52, 53 of Reports (1971)

Shelf Space Needed for Wisconsin Legal Materials

Wisconsin Materials	*Initial Space*	*Yearly Growth*
Statutes	1′	
Reports	6′2″	
Digest	3′7″	
Other materials	1′9″	1½′

Appendix B

LAW LIBRARIES WHICH OFFER SERVICE TO PRISONERS

February 1, 1972 List Revised January, 1973

Compiled by the
American Association of Law Libraries
Committee on Law Library Service to Prisoners
Sub-Committee on List of Law Libraries Serving Prisoners

This directory of *Law Libraries Which Offer Service to Prisoners* has been compiled in an attempt to aid prisoners in obtaining legal materials *not* available in their own institutions. The purpose of the directory is to channel prisoners' requests for information to law libraries that offer some form of assistance. In return, prisoners are expected to tailor their requests to correspond to the specific limitations imposed by each law library concerning such assistance.

The directory will be made available through the mailing lists of the American Correctional Association to every prison in the country. It is expected that it will be revised twice a year.

Prisoners will be advised that the listed law libraries *will not offer legal advice*, but rather, photocopies of needed statutes, cases, or other materials, books on loan, or a combination of both. Some of the listed libraries will perform reference work and provide pertinent citations, cases, laws, or bibliographies. Other libraries will only provide photocopies of materials correctly cited by the prisoner. Some libraries will charge for photocopy and postage, others will not. The directory spells out each library's policy.

It is hoped that the directory will be useful not only to prisoners but to prison librarians and administrators as an extension of their own resources. Finally, it is expected that law libraries in general will benefit from reviewing what other law libraries offer in terms of workable programs for prisoner assistance.

Subcommittee on List of Law Libraries
Serving Prisoners

Michael L. Renshawe, Chairman
Vivian Bryan
Elizabeth H. Poe

ALABAMA

Montgomery

Alabama Supreme Court Library
Judicial Bldg., Capitol (36104)
Photocopy @25¢ per page
$1.00 minimum charge
Prepayment required
Payee: Alabama Supreme Court Library
Limited reference work done

University

U. of Alabama School of Law Library
P. O. Box 6205 (35486)
Serve only prisoners in Alabama
Lend periodicals, reports and textbooks on 3 week loan
Photocopy 20 pages without charge
10¢ per page for 21st page on
50¢ postage per request
Payee: University of Alabama Law School Library
Exact amount required, surplus forfeited
Limited reference work done

ALASKA

Anchorage

Alaska Court Libraries
941 4th Ave. (99501)
& Branches at Fairbanks, Juneau, Kenai, Ketchikan, Kodiak, Nome, Sitka, Wrangell
Serve only prisoners in Alaska
Photocopy without charge
Limitation: 3 requests per letter
Reference work done

ARIZONA

Phoenix

Arizona Dept. of Library and Archives
3rd Floor, Capitol (85007)
Photocopy @ 25¢ per page
Prepayment required
Postage charges 25¢
Payee: Dept. of Library and Archives
Limited reference work done

Maricopa County Law Library
101 W. Jefferson St. (85003)
Serve only prisoners in Maricopa County
Lend books through State Library and Archives
Photocopy 19 pages without charge through State Library and Archives

Tempe

Arizona State University Law Library (85281)
Photocopy @ 10¢ per page
Prepayment required
Payee: College of Law Library, Arizona State University
No reference work done
Correct citations required

Tucson

University of Arizona
College of Law Library (85721)
Photocopy @ 5¢ per page
Do not do copyrighted materials (periodicals, textbooks, etc.)
Deposits allowed
No reference work done
Correct citations required

ARKANSAS

Fayetteville

University of Arkansas Law Library (72701)
Photocopy without charge
No reference work done

Little Rock

Arkansas Supreme Court Library
Justice Bldg. (72201)
Serve only prisoners in Arkansas
Photocopy cases and statutes
Prepayment required
No reference work done

University of Arkansas Law Library, Little Rock Division and Pulaski County Law Library
300 Broadway (72201)
Photocopy @ 10¢ per page
Postage required
Limited reference work done
Correct citations required

CALIFORNIA

Berkeley

Meiklejohn Civil Liberties Library
1715 Francisco Street (94703)
Photocopy @ 15¢ per page
Briefs included
Reference work done

Fresno

Fresno County Law Library
Room 600, County Court House (93721)
Serve only prisoners in California and all Federal prisons
Photocopy @ 10¢ per page
Prepayment required
Postage required
Limitations: 25 pages per letter, per week
No reference work done
Correct citations required

Oakland

Alameda County Law Library
Room 200, Court House (94612)
Serve only prisoners in Alameda County
Lend books except reference materials through Deputy Sheriff or other peace officer
Photocopy @ 10¢ per page
Prepayment required
Mailing charges required
Average cost 25¢
No reference work done

Sacramento

California State Library, Law Library
P. O. Box 2037 (95809)
Lend books on interlibrary loan for 3 weeks
No photocopy
Limitations: 5 requests per man each week
Reference work done

Sacramento County Law Library
Court House
720 Ninth St. (95814)
Photocopy @ 5¢ per page
Prepayment required
Exact amount required
Reference work done

San Diego

San Diego County Law Library
1105 Front St. (92101)
Serve only prisoners in San Diego County
Photocopy @ 10¢ per page
Prepayment required
Postage charges required
Exact amount required
Payee: San Diego County Law Library
Limitations: One letter per week
Limited reference work done
Correct citations required

University of San Diego Law Library
Alcala Park (92110)
Photocopy @ 25¢ per page
Prepayment required
Exact amount required
Payee: U.S.O. Law Library
No reference work done
Correct citations required

Santa Ana

Orange County Law Library
220 W. Eighth St. (92701)
Serve only prisoners in Orange County
No photocopy
Lend books if not available in the inmates' library
Limitations: 3 books per prisoner
No reference work done
Correct citations required

Santa Clara

University of Santa Clara Law Library (95053)
Photocopy first 25 pages without charge
Page 26 on @ 10¢ per page
Payee: University of Santa Clara Law Library
Exact amount required
No reference work done
Correct citations required

Ukiah

Mendocino County Law Library
Court House (95482)
Serve only prisoners in Mendocina County
Lend books
No reference work done

Visalia

Tulare County Law Library
305 County Civic Center (93277)
Serve only prisoners in Tulare County
Lend books through bailiff
Photocopy @ 25¢ per page
30¢ if legal sized page
Prepayment required
Reference work done

Yreka

Siskiyou County Law Library
Court House (96097)
Serve only prisoners in Siskiyou County
Lend books to prisoners representing themselves
Photocopying only by court order
No reference work done

COLORADO

Denver

Colorado Supreme Court Library
220 Capitol Bldg. (80203)
Serve only prisoners in Colorado
Photocopy @ 10¢ per page
Exact amount required
Reference work done

CONNECTICUT

Bridgeport

Fairfield County Law Library
County Court House
172 Golden Hill St. (06604)
Lend books if institution assumes responsibility for materials
Photocopy @ 10¢ per page
Prepayment required
Limitation: 100 pages per request

Danbury

Danbury Bar Library
Main Street (06810)
Lend books if institution assumes responsibility for materials
Photocopy @ 10¢ per page
Prepayment required
Limitation: 100 pages per request

Hartford

Connecticut General Life Insurance Co. Law Library
Mailing address: (06115)
Lend books on interlibrary loan
Photocopy without charge

Connecticut State Library
231 Capitol Ave. (06115)
Serve only prisoners in Connecticut
Lend books
Photocopy 20 pages without charge
Payment in advance required for 21 pages and over

Hartford Bar Library Association
95 Washington St. (06106)
Photocopy @ 10¢ per page

Stamford

Stamford Law Library
Fairfield County Court House
Hoyt St. (06905)
Lend books if institution assumes responsibility for materials
Photocopy @ 50¢ per page
Prepayment required
Limitation: 100 pages per request

Xerox Corporation Law Library (06904)
Requests on interlibrary loan would be honored
Photocopy without charge

West Hartford

University of Connecticut School of Law Library
1800 Asylum Ave. (06117)
Lend books on interlibrary loan
Photocopy @ 10¢ per page

DELAWARE

Dover

State Law Library in Kent County
Kent County Court House (19901)

Photocopy @ 25¢ per page
Prepayment required
Payee: State of Delaware
Exact amount required

Reference work done

DISTRICT OF COLUMBIA

Washington

Army Library, U.S. Dept. of the Army DAAG. ASL
1A518 Pentagon (20310)

Lend books on interlibrary loan
(Do not lend classified materials)

No photocopy

Reference work done (Citations supplied)

Bar Association of the District of Columbia Library
3518 U.S. Court House Bldg.
3rd & Constitution Ave., N.W. (20001)

Photocopy @ 15¢ per page
15¢ postage charged
Payee: D.C. Bar Assn.
Exact amount required

Reference work done

Howard University School of Law Library
2441 Sixth St., N.W. (20001)

Photocopy without charge

Reference work done

U. S. Court of Military Appeals Library
450 E St., N.W. (20442)

Photocopy opinions of the Court of Military Appeals without charge
Send copy of opinion if available

Reference work done
Correct citations preferred

U. S. Dept. of the Navy, Office of the Judge Advocate
General Law Library
2527 Arlington Annex (20370)

Serve only Federal prisoners

Photocopy federal materials without charge

Reference work done

FLORIDA

Coral Gables

University of Miami Law Library
P. O. Box 8087 (33124)

Photocopy @ 10¢ a double page
Exact amount required
Payee: University of Miami

No reference work done
Exact citation required

Fort Lauderdale

Broward County Law Library
444 County Court House (33301)

Photocopy @ 10¢ per page
Prepayment required
Exact amount required
Payee: Broward County Law Library

Limited reference work done on Florida law
Correct citations required

Gainesville

University of Florida Law Library (32601)

Photocopy @ 15¢ per page
Prepayment required
Payee: University of Florida
Exact amount required

Reference work done
Correct citations preferred

Jacksonville

Duval County Law Library
220 Duval County Court House (32202)

Photocopy @ 15¢ per page
Prepayment required

Reference work done
Correct citations required

Tallahassee

Florida Supreme Court Library
Supreme Court Bldg. (32304)

Florida prisoners offered cases and laws

Photocopy @ 15¢ per page
Prepayment by prisoner required
Payee: Supreme Court of Florida

No reference work done

West Palm Beach

Palm Beach County Law Library
339 County Court House (33401)

Serve only prisoners in Palm Beach County

Photocopies @ 10¢ per page
Prepayment in cash required
Delivery by relatives
Case papers for filing with clerk of court are photocopied

Limitations: 50 pages per day

No reference work done
Correct citations required

GEORGIA

Atlanta

Georgia State Library
301 Judicial Bldg.
Capitol Hill Station (30334)

Photocopy @ 25¢ per page
Prepayment required
Exact amount required
Payee: Georgia State Library

Limitations: Photocopy only reports and statutes

Reference work done by University of Georgia Law School Legal Aid

Macon

Mercer University, Walter F. George School of Law
Thomas H. Halliburton Law Library (31207)

Serve only prisoners in Georgia

Photocopy @ 5¢ per page
Do not do copyrighted materials (periodicals, textbooks, etc.)
Exact amount required

Limited reference work done
Correct citations required

IDAHO

Boise

Idaho State Law Library
Supreme Court Bldg.
451 West State St. (83707)

Serve only prisoners in Idaho

Photocopy @ 10¢ per page
Prepayment required
Exact amount required
Payee: Idaho Supreme Court

Reference work done
Correct citations required

Moscow

University of Idaho Law Library (83843)

Serve only prisoners in Idaho

Photocopy @ 10¢ per page
Prepayment required
Exact amount required
Payee: College of Law, University of Idaho
Deposits accepted through Student Council

No reference work done
Correct citations required

ILLINOIS

Champaign

University of Illinois Law Library
104 Law Bldg. (61820)

Photocopy @ 10¢ per page
Postage and handling charge required
Require payment by prisoner

Reference work done

Chicago

Baker & McKenzie
Prudential Plaza (60601)

Photocopy without charge
Specialty of the firm is commercial law, therefore only service is for reports and legal periodicals.

No reference work done

Chicago Bar Association Library
29 S. LaSalle Street (60603)

Photocopy without charge

Limitations: 20 pages per request, per week

No reference work done
Correct citations required

Cook County Law Library
2900 Chicago Civic Center (60602)

Serve only prisoners in Cook County

Photocopy, for the most part, without charge
Prepayment required when imposed
Require exact amount

Limited reference work done

De Paul University Law Library
25 E. Jackson Blvd. (60604)

Photocopy without charge

Limitations: Photocopy statutes and law review articles

Reference work done

Joint Reference Library
1313 E. 60th St. (60637)
Photocopy @ 8¢ per page
Do not do copyrighted materials (periodicals, textbooks, etc.)
No charge for postage if under 50¢
Payee: Joint Reference Library
Exact amount required
Limited reference work done
Correct citations required

Loyola University of Chicago Law Library
41 E. Pearson St. (60611)
No photocopy
Reference work done

Northwestern University School of Law Library
357 E. Chicago Ave. (60611)
Photocopy without charge
Limitations: 10 pages per request
Reference work done

William J. Campbell Library of the U.S. Courts
Room 1448 U.S. Court House
219 S. Dearborn St. (60604)
Serve only prisoners in Illinois
Photocopy Illinois Supreme and Appellate Courts opinions and U.S. Court of Appeals, 7th Circuit slip opinions
@ 15¢ per page
Prepayment required
Limitations: 20 pages per request
No reference work done
Correct citations required

Peoria
Peoria County Law Library
Peoria County Court House (61602)
Photocopy @ 15¢ per page
Postage charges required
Payee: Peoria County Law Library
Exact amount required from prisoner
No reference work done
Correct citation required

Springfield
Illinois Supreme Court Library
Supreme Court Bldg. (62706)
Serve only prisoners in Illinois
Photocopy without charge
Reference work done

Legislative Reference Bureau Library
300 State House (62106)
No photocopy
Reference work done on Illinois laws

INDIANA
Indianapolis
Indianapolis Law School (Indiana and Purdue Universities)
Lend selected books
Photocopy without charge
Reference work done

Notre Dame
Notre Dame Law School Library
Box 535 (46556)
Service through Student Legal Aid Organization
Photocopy without charge
Reference work done

Valparaiso
Valparaiso University Law Library (46383)
Photocopy cases and Indiana statutes
@ 20¢ per page
Prepayment required
Postage charges 20¢
Payee: Valparaiso University Law Library
Exact amount required from prisoner
Limited reference work done
Correct citations required

IOWA
Des Moines
Drake University Law Library
27th Street & Carpenter Ave. (50311)
Lend selected books to library
Photocopy @ 10¢ per page
Exact amount required
Payee: Law Library, Drake University
Reference work done

Iowa City
University of Iowa Law Library (52240)
Lend books if institution assumes responsibility for materials
Reference and primary source materials do not circulate
Photocopy @ 10¢ per page
Prepayment required
Deposits accepted
Reference work done

KANSAS
Lawrence
University of Kansas Law Library
207 Green Hall (66044)
Emphasize service to Kansas prisoners
Photocopy @ 5¢ per page if done by copia, 10¢ if Zerox (clearer copy)
Postage charges required
Exact amount required
Limitations: Do not photocopy textbooks
No reference work done
Correct citations required

Wichita
Sedgwick County Law Library
505 Beacon Bldg. (67202)
Photocopy without charge
Limited reference work done
Correct citations required

KENTUCKY
Frankfort
Kentucky State Law Library
Capitol (40601)
Supply copies of headnotes of cases without charge
Limitation: One letter per week
No reference work done
Correct citations required

Lexington
University of Kentucky Law Library (40506)
Lend books except court reports and periodicals
Photocopy @ 10¢ per page
Payee: University of Kentucky
$10. deposit allowed
No reference work done

Louisville
University of Louisville, School of Law Library
Belknap Campus (40208)
Serve only prisoners in Kentucky
Photocopy without charge
No reference work done

LOUISIANA
Baton Rouge
Louisiana State University Law Library (70803)
Serve only prisoners in Louisiana
Photocopy @ 10¢ per page
Prepayment required
$1.00 service charge plus postage required
Exact amount required
Payee: L. S. U. Law Library
No reference work done
Correct citations required

Southern University Law Library
Southern Branch Post Office (70813)
No photocopy
Reference work done by law students

New Orleans
Law Library of Louisiana
Louisiana Supreme Court Bldg.
Civic Center (70112)
Serve only prisoners in Louisiana
Lend little used materials or duplicates on interlibrary loan
Photocopy @ 10¢ per page
Prepayment required
10¢ charge for handling and postage
Payee: Law Library Fund
Exact amount required
Limitation: 10 pages per request

MAINE
Augusta
Maine Law and Legislative Reference Library
State House (04330)
Serve only prisoners in Maine
Lend up to three books per request
Photocopy without charge up to 6 pages per case. Delivery is to prison library
Limitation: 18 pages per request
Do not lend materials which are available in the state prison library

Bangor
Penobscot Bar Library Association
Court House (04401)
No policy because no requests received
Would serve if asked to do so

Portland
University of Maine Law Library
68 High Street (04101)
Photocopy @ 10¢ per page
Prepayment required
Limited reference work done
Correct citations required

Wiscasset
Lincoln County Law Library (04578)
Photocopy @ $1. for first page
25¢ for page 2 on
Copies are free to indigent prisoners
Prepayment required

MARYLAND
Annapolis
Maryland Dept. of Legislative Reference Library
16 Francis St. (21404)
Serve only prisoners in Maryland
Photocopy Maryland materials without charge

Maryland State Library
P. O. Box 191 (21404)
Photocopy @ 15¢ per page for first 19 pages
10¢ per page 20 pages or over
$1. postage charged
Prepayment required
Exact amount required
Limited reference work done
Correct citations required

Baltimore
Baltimore Bar Library
618 Court House (21202)
Emphasize service to Maryland prisoners
Photocopy @ 15¢ per page
Prepayment required
Mailing charges required
Payee: Library Company of the Baltimore Bar
Limited reference work done

University of Maryland Law School Library
500 W. Baltimore St. (21201)
Serve only prisoners in Maryland
Photocopy @ 5¢ per page
Prepayment required
Payee: University of Maryland Law School Library
Exact amount required
No reference work done

Frederick
Frederick County Law Library for the Circuit Court (21701)
Lend books as approved by Judges
No photocopy
No reference work done

MASSACHUSETTS
Boston
Boston University Pappas Law Library
765 Commonwealth Ave. (02215)
Serve only prisoners in Massachusetts
Photocopy @ 10¢ per page
Limitation: 25 pages per request

Northeastern University Law Library
400 Huntington Ave. (02115)
Lend on interlibrary loan
Photocopy @ 5¢ per page
Prepayment required

State Library of Massachusetts
341 State House (02133)
Photocopy @ 10¢ per page

U. S. Court of Appeals
First Circuit Library
1208 John W. McCormack P.O. & Court House (02109)
Photocopy @ 25¢ per page
Prepayment required
Payee: Instant Copies, Inc.
Reference work done

Brighton
Boston College Law Library
St. Thomas More Drive (02135)
Photocopy @ 10¢ per page
Reference work done

Cambridge
Harvard Law School Library
Langdell Hall (02138)
Lend books on interlibrary loan
Photocopy @ 5¢ per page
Prepayment required
Limitation: 50 pages per request

Middlesex Law Library Association
Superior Court House (02141)
Lend books on interlibrary loan
Photocopy @ 25¢ per page
Prepayment required

Greenfield
Franklin County Law Library
Court House (01301)
Serve only prisoners in Franklin County
Lend books overnight
Photocopy @ 25¢ per page for the first four pages
20¢ for each additional page
Prepayment required
Reference work done

Lawrence
Lawrence Law Library
Superior Court House (01840)
Serve only prisoners in Massachusetts
Lend books overnight
Photocopy @ 25¢ per page
Prepayment required
No reference work done

Springfield
Hampden County Law Library
Court House
37 Elm St. (01103)
Photocopy without charge
Reference work done

Worcester
Worcester County Law Library
County Court House (01608)
Serve only prisoners in Massachusetts
Lend books over weekend
Some restricted items loaned overnight
Photocopy without charge

MICHIGAN
Ann Arbor
University of Michigan Law Library
Legal Research Bldg. (48104)
Photocopy @ 10¢ per page
Prepayment required
Deposits accepted
Limited reference work done

Lansing
Michigan State Library, Law Division
P. O. Box 1237 (48904)
Photocopy @ 10¢ per page
Prepayment usually required
Payee: State of Michigan
Require payment of exact amount by prisoner
Limitation: 10 pages per request
Limited reference work done

MINNESOTA
Minneapolis
Hennepin County Law Library
318 Court House (55415)
Serve only prisoners in Minneapolis and Hennepin County
Lend books
No photocopy
Limited reference done—merely state where case or statute is cited

St. Paul
Minnesota State Library
322 State Capitol (55101)
Serve only prisoners in Minnesota and all Federal Prisons
Lend books
Photocopy without charge
Reference work done

MISSOURI
Columbia
University of Missouri Law Library
Tate Hall (65201)
Photocopy @ 25¢ per page
Prepayment required
Deposits allowed
Limitations: Periodical articles are not copied
No reference work done

Jefferson City
Missouri Supreme Court Library
Supreme Court Bldg. (65101)
Serve only prisoners in Missouri
Photocopy cases and statutes without charge
Limitations: 20 pages per request
Reference work done

Saint Louis
St. Louis University Law Library
3642 Lindell Blvd. (63108)
Photocopy @ 5¢ per page
Prepayment required
Exact amount required
Postage required
No reference work done
Correct citations required

Washington University School of Law Library
Lindell & Skinker Blvds. (63130)
Photocopy @ 10¢ per page
Minimum charge of $1.
Prepayment required
Postage required
Correct citations required

MONTANA

Helena

Montana State Library (and State Law Library)
930 E. Lyndale Ave. (59601)
Serve only prisoners in Montana through prison library
Photocopy without charge
Reference work done

NEBRASKA

Lincoln

Nebraska State Library
3rd Floor, S., Statehouse (68509)
Photocopy @ 10¢ per page
Prepayment required
Postage required
Money order for exact amount required
No reference work done

University of Nebraska College of Law
Tenth & R Sts. (68508)
Serve only prisoners in Nebraska
Lend books except loose leaf services
Photocopy @ 10¢ per page
Reference work done

NEVADA

Carson City

Nevada State Law Library
Supreme Court & Lib. Bldg. (89701)
Lend anything but Shepard's citations
Photocopy @ 10¢ per page
No charge for 1 page
Payee: Nevada State Library
Deposits accepted
Reference work done

NEW HAMPSHIRE

Concord

New Hampshire State Library Law Division
Supreme Court Bldg. (03301)
Serve only prisoners in New Hampshire
Lend books over a weekend or a holiday
Photocopy @ 10¢ per page

NEW JERSEY

Trenton

New Jersey State Law Library
185 W. State St. (08625)
New Jersey law searched for any prisoner
Photocopy @ 10¢ per page
3 pages without charge
Prepayment required
Payee: State of New Jersey, General Treasury
Reference work done

NEW MEXICO

Albuquerque

University of New Mexico School of Law Library
1915 Roma Ave. N.E. (87106)
Lend books except a few restricted titles
Photocopy @ 10¢ per page
Prepayment required
Deposits accepted
Payee: University of New Mexico Law Library
Limitation: 3 to 5 letters per week
Limited reference work done
Correct citations required

Santa Fe

New Mexico State Library
300 Don Gaspar
P. O. Box 1629 (87501)
Lend all materials except reference materials
Photocopy without charge
Reference work done

Supreme Court Law Library
P. O. Drawer L (87501)
Lend books on basis of borrowers accessability by telephone. Loans subject to recall. Do not lend Code of Federal Regulations, statutes, digest or citators.
Photocopy @ 10¢ per page
$1 minimum charge if material is mailed
Prepayment required
Payee: Clerk of the Supreme Court
Exact amount required
No reference work done

NEW YORK

Albany

New York State Library
Education Bldg. (12224)
Photocopy @ 10¢ per page
Prepayment required
Payee: N. Y. State Library
Exact amount required
Limitation of 4 cases at a time
Limited reference work done

Union University, Albany Law School Library
80 New Scotland Ave. (12208)
Photocopy case reports without charge

Brooklyn

Brooklyn Law School Library
250 Joralemon St. (11201)
Serve only prisoners in New York State
Supply Brooklyn law review articles without charge
Limitations: 3 letters per month
Limited reference work done

Buffalo

Supreme Court Law Library, 8th Judicial District
4th Floor, Erie County Hall (14202)
Photocopy without charge
No reference work done

Ithaca

Cornell University Law Library
Myron Taylor Hall (14850)
Photocopy @ 10¢ per page
Do not do copyrighted materials (periodicals, textbooks, etc.)
Prepayment required
Payee: Cornell University Libraries
Exact amount required
Reference work done

New York

Association of the Bar of the City of New York Library
42 W. 44th St. (10036)
Photocopy @ 15¢ per page
Minimum of 75¢ plus postage
Prepayment required
Payee: Bar Assoc. Reporting & Steno Service, 36 W. 44th St., N.Y.C. (10036)
Exact amount required
No reference work done
Correct citations preferred

Columbia University Law Library
435 W. 116th St. (10027)
Limited reference work done
Correct citations required
No photocopy

New York County Lawyer's Association Library
14 Vesey St. (10007)
Photocopy short requests without charge

New York Institute Law Library
120 Broadway (10005)
Photocopy @ 10¢ per page
Postage charges required
No reference work done

New York Law School Library
57 Worth St. (10013)
Serve only prisoners in New York City
Lend books if prison official formally requests and assumes responsibility
Do not lend statutes or textbooks
Photocopy @ 5¢ per page
Prepayment required
Postage charges required
Payee: New York Law School Library
Exact amount required
Reference work done
Correct citations required

Rochester

Appellate Division Law Library
525 Hall of Justice (14614)
Serve only prisoners in New York State
Lend court reports to county prisoners
Photocopy @ 25¢ per page
Prepayment required
Postage required
Reference work done

Troy
Supreme Court Library at Troy
Court House Annex (12180)
Photocopy case reports and statutes @ 10¢ per page
Prepayment required
Exact amount required
Limitations: One letter per week
Reference work done
Correct citations required

Utica
Supreme Court Library, 5th Judicial District
Oneida County Court House (13502)
Photocopy @ 10¢ per page
Prepayment preferred
Exact amount preferred
Limitation: 10 pages per letter, per week
Do not copy Records and Briefs
Reference work done
Correct citations required

NORTH CAROLINA
Chapel Hill
University of North Carolina Law Library (27514)
Serve only prisoners in North Carolina
Photocopy @ 10¢ per page through University of North Carolina Graduate Library (27514)
Prepayment required
Exact amount required
Limitations: Minimum order of $1.50 required
No reference work done

Charlotte
Charlotte Law Library
730 E. Trade St. (28202)
Serve only prisoners in Charlotte County
Photocopy @ 15¢ per page
Prepayment required
Postage required
Exact amount required
Reference work done

Durham
Duke University Law Library (27706)
Photocopy case reports @ 10¢ per page
Prepayment required
$1.00 minimum
Exact amount required
Limitations: Minimum order of $1.00 required
No reference work done
Correct citations required

Raleigh
North Carolina Supreme Court Library
P. O. Box 1841 (27602)
Photocopy @ 20¢ per page
Prepayment required
Payee: North Carolina Supreme Court Library
Exact amount required
No reference work done
Exact citations required

NORTH DAKOTA
Grand Forks
University of North Dakota School of Law Library (58201)
Serve only prisoners in North Dakota through Clinical Program of the Law School

OHIO
Akron
Akron Law Library Association
Summit County Court House (44309)
Serve only prisoners in Ohio
$35. annual fee required
Photocopy @ 10¢ per page
Prepayment required
Postage plus 15¢ charge required
Payee: Akron Law Library Association
Reference work done

University of Akron Law Library
302 E. Buchtel Ave. (44304)
Serve only prisoners in Ohio
Photocopy case reports without charge
Limitations: One request over several weeks
Reference work done by Clinical Review Office

Cincinnati
U. S. Court of Appeals, 6th Circuit Library
617 U.S. Court House & P. O. Bldg. (45202)
Photocopy @ 50¢ per page through Clerk of Courts, Room 608
U. S. Court House & P.O. Bldg. (45202)
Prepayment required
Exact amount required
Limited reference work done
Correct citations required

Columbus
Supreme Court Law Library
State House Annex (43215)
Photocopy @ 15¢ per page
Prepayment required
Payee: Supreme Court Clerk's Office
Exact amount required
Limitations: 20 copies per request
No reference work done
Correct citations required

Springfield
Springfield Bar and Law Library Association
Clark County Court House (45502)
Photocopy short requests without charge
Limited reference work done

Wooster
Wayne County Law Library Association
Court House (44691)
Serve only prisoners in Wayne County
Photocopy without charge
Reference work done

Youngstown
Mahoning Law Library Association
Court House (44503)
Photocopy @ 10¢ per page
Prepayment required
Payee: Mahoning Law Library Association
Exact amount required
No reference work done
Correct citations required

OKLAHOMA
Norman
University of Oklahoma Law Library
630 Parrington Oval (73069)
Serve only prisoners in Oklahoma
Lend treatises
Photocopy @ 5¢ per page
Prepayment required
Postage required
Payee: Law Library, University of Oklahoma
Exact amount required
Reference work done

Oklahoma City
Oklahoma Department of Libraries, Law Division (73105)
Photocopy without charge through inter-library loan
Limited reference work done

Tulsa
University of Tulsa College of Law Library
512 S. Cincinnati Ave. (74103)
Photocopy @ 10¢ per page
Postage required 10¢
Exact amount required
Correct citations required

OREGON
Portland
Multnomah Law Library
County Court House (97204)
Serve only prisoners in Oregon
Photocopy without charge
Limitation of 10 pages
Limited reference work done

Northwestern School of Law Library of Lewis and Clark College
0615 S.W. Palatine Hill Rd. (97219)
Photocopy @ 5¢ per page
Prepayment required
Payee: Northwestern School of Law
Deposits accepted
No reference work done

PENNSYLVANIA
Erie
Erie County Law Library
Court House (16501)
Serve only prisoners in Erie County
Lend books on approval by court
Photocopy @ 30¢ per page
Postage required
30¢ for papers
10¢ for books
Exact amount required
No reference work done
Correct citations required

Greensburg
Citizens Law Library of Westmoreland County
Court House (15601)
Serve only prisoners in Westmoreland County
Photocopy Pennsylvania materials @ 25¢ per page
Mailing charges required
Prepayment required
Payee: Citizens Law Library
Exact amount required
Deposits accepted
Limitation: One letter per week
No reference work done
Correct citations required

Harrisburg
State Library of Penna., Law Library Bureau
P. O. Box 1601 (17126)
Photocopy @ 10¢ per page
Prepayment required
Payee: Pennsylvania State Library
$10. deposit allowed
Limitation: 25 pages per letter, per week
5 questions per week
Reference work done

Norristown
Law Library of Montgomery County
Court House (19401)
Serve only prisoners in Pennsylvania
Photocopy @ 10¢ per page
Prepayment required
Payee: Law Library of Montgomery County
Exact amount required
Limitations: 10 copies per request
One letter, one question per week
No reference work done
Correct citations required

Philadelphia
University of Pennsylvania Biddle Law Library
3400 Chestnut St. (19104)
Photocopy @ 10¢ per page
Prepayment required
Postage required
$25. deposit permitted
Limitation of 45 pages per request
Reference work done

Pittsburgh
Allegheny County Law Library
9th Floor, City-County Bldg. (15219)
Photocopy @ 10¢ per page
Prepayment required
Payee: Michael S. Miller, Librarian
Deposits allowed
Limited reference work done

University of Pittsburgh School of Law Library
1525 Cathedral of Learning (15213)
Serve only prisoners in Pennsylvania
Photocopy @ 10¢ per page
Prepayment of exact amount required
Payee: University of Pittsburgh School of Law
No reference work done

Reading
Berks County Law Library
Court House (19601)
Serve only Berks County residents regardless of place of imprisonment
Photocopy @ 15¢ per page
Prepayment required
Exact amount required
Payee: Berks County Law Library
$5. deposit allowed
Limited reference work done
Correct citations required

Villanova
Villanova University School of Law
Garey Hall (19085)
Photocopy @ 15¢ per page
Prepayment required
Postage required
Payee: Villanova University
Limited reference work done

RHODE ISLAND
Providence
Rhode Island State Library
State House (02903)
Lend books to prison library
Photocopy

SOUTH CAROLINA
Columbia
University of South Carolina Law Library
1515 Green St. (29208)
Photocopy @ 10¢ per page
Prepayment required
Postage charged
Exact amount required
Payee: University of South Carolina
Limited reference work done

SOUTH DAKOTA
Vermillion
University of South Dakota Law Library (57069)
Serve only prisoners in South Dakota Penitentiary
Photocopy @ 10¢ per page
Payee: University of South Dakota Law School
Exact amount required
Reference work done

TENNESSEE
Nashville
Vanderbilt University Law School (37203)
Photocopy @ 10¢ per page
Prepayment preferred
No reference work done

TEXAS
Austin
Texas State Law Library
Capitol Station (78711)
Serve only prisoners in Texas
Photocopy @ 5¢ per page
Payment in cash or postage stamps required
Reference questions referred to Inmate Assistance Project, University of Texas School of Law
Correct citations preferred

University of Texas Tarlton Law Library
2500 Red River (78705)
Photocopy @ 5¢ per page
Serve Texas prisoners only
Prepayment required
First class postage required
Payee: Law School Foundation
Deposits allowed
No reference work done
Complete citation or equivalent information required

Dallas
Dallas County Law Library
2nd floor, Dallas County Government Center (75202)
Photocopy @ 10¢ per page
Cash prepayment required
Limitation: No mail service
Friend or relative must pick up copies
No reference work done
Correct citations required

Houston
South Texas College of Law Library
1220 Polk St. (77002)
Photocopy without charge

University of Houston Law Library
3801 Cullen Blvd. (77004)
Photocopy @ 25¢ per page if no reference work done, @ 10¢ per page if search fee is paid
Payee: University of Houston Law Library
Exact amount required
Limitations: one question per letter
Limited reference work done
Searches require $2. fee

UTAH
Salt Lake City
University of Utah Law Library (84112)
Serve only prisoners in Utah
Lend books to library through State Library Commission
Photocopy only treatises @ 10¢ per page
25¢ per page postage required for out of state letters
$10. deposit allowed
Payee: Law Library, University of Utah
Reference work done

VERMONT
Montpelier
Vermont State Library (05602)
Serve only prisoners in Vermont
Photocopy without charge up to 20 pages
Reference work done

VIRGINIA

Charlottesville

University of Virginia Law Library

Clark Hall (22901)

Emphasize service to Virginia prisoners

Lend selected books

Photocopy @ 10¢ per page
- Payee: University of Virginia Law Library
- Postage charges 50¢
- Exact postage required

Limitations: One letter per week

No reference work done
- Correct citations required

WASHINGTON

Olympia

Washington State Law Library

Temple of Justice (98501)

Photocopy @ 10¢ per page
- Prepayment required
- Payee: Washington State Law Library
- Exact amount required

Limited reference work done

Seattle

University of Washington Law Library (98105)

Serve only prisoners in Washington

Photocopy @ $1.00 for 3 pages
- 10¢ for 4-13
- 15¢ for pages 14 on
- Prepayment required
- Postage required

Reference work done

Tacoma

Pierce County Law Library

123 County City Bldg. (98402)

Serve only prisoners in Pierce and Tacoma Counties

Lend if approved by jail superintendent or presiding judge

Limitations: 3 items per month

Limited reference work done

WEST VIRGINIA

Charleston

West Virginia Library Commission Headquarters Library

3701 MacCorkle Ave., S.W. (25304)

Service to West Virginia prisoners through the prison library

Lend books through interlibrary loan

WISCONSIN

Madison

Criminal Justice Reference and Information Center Law Library, The University of Wisconsin

1140 Law Bldg. (53711)

Emphasize service to Wisconsin prisoners

Lend books except periodicals

Photocopy periodicals or brief items without charge

Reference work done

Milwaukee

Milwaukee County Law Library

Room 307, Court House (53233)

Serve only prisoners in Wisconsin

Photocopy @ 20¢ per page plus 4% sales tax
- Prepayment required
- Payment must be made by the prisoner

No reference work done
- Correct citations required

WYOMING

Cheyenne

Wyoming State Library, Law Division

Supreme Court Bldg. (82001)

Photocopy @ 10¢ per page

Reference work done

Laramie

University of Wyoming Law Library (82070)

Photocopy @ 10¢ per page

Reference questions transferred to Defender Aid Students